

## NRC CLEARANCE INFORMATION

- LES should prioritize the clearances based on the timing and nature of classified work. The clearances needed first should be requested first based on need (e.g., construction, operations, licensing) and not submit all in a batch as they are hired
- LES should consider conducting screening of applicants for drug use, credit issues, and criminal history within its legal boundaries. This will limit NRC's time to resolve issues during clearance processing.
- Clearance cost

### L Clearance

Cost of OPM ANACI	\$147.00
Bureau of Vital Statistics check	\$ 21.00
NRC Administrative fee	\$ 19.50
Total	\$187.50

### Q clearance

Cost of OPM SSBI	\$3,150.00
NRC Administrative fee	\$ 365.00
Total	\$3,515.00

## Clearance Information

### Changing Employer or Job Location:

#### Changing Employer:

- Sign termination SF-312 for old job
- If need clearance in new position, send signed NRC Forms 237 and 176 and SF-312 to NRC Security Branch (SB) (forms available on NRC public web site)
- NRC SB will check to make sure background investigation is within 5 years
- If investigation not within 5 years, NRC SB will require at least a SF-86C to update personal information on the previous SF-86 and will process for new investigation (also need check for \$173)

#### Changing locations within same employer:

- Notify NRC SB by email or letter

### Classified Visits:

Classified visit requests must be received by the NRC SB at least 5 business days in advance of the classified visit to ensure transmittal to the receiving entity in time for the visit. NRC Form 277 must be used (available on NRC public web site). Emails should be sent to Linda Watson at [lmw4@nrc.gov](mailto:lmw4@nrc.gov), voice 301-415-6528, fax 301-415-5364.

### Reporting:

The primary reporting responsibilities are:

- Commission of, attempted commission of, or conspiracy to commit any act of sabotage, treason, or sedition.
- Renouncing U.S. citizenship or representing a foreign nation in activities that may be contrary to the national security of the United States.
- Use of intoxicating beverages habitually to excess.
- Use of, trafficking in, sale, transfer, or possession of an illegal drug or other substance listed in the Schedule of Controlled Substances, U.S. Drug Abuse Regulation and Control Act of 1970, as amended (except as prescribed by a physician licensed to dispense drugs in the practice of medicine).
- If you marry or cohabitate in a spouse-like relationship after you have submitted an SF-86 an original NRC Form 354, "Data Report on Spouse" must be submitted (available on NRC public web site).
- An arrest, charge, or detention by Federal, State or other law enforcement authorities for any violation of any Federal, State, military, county or municipal law, regulation or ordinance other than minor traffic violations for which a fine of \$250 or less was imposed which occurred subsequent to the submittal of your last SF-86.

- Parent(s), brother(s), sister(s), spouse, or offspring assuming residence in a nation whose interests may be adverse to the interests of the United States, or in satellite states or occupied areas thereof.
- Being hospitalized or entering an institution for the treatment of a mental or emotional problem, or otherwise being treated for a mental illness or other such condition that may cause a significant defect in judgment or reliability.
- Any employment or association or change in employment or association with a foreign or foreign-owned interest or representatives (e.g., frequent contact with foreign nationals for purposes of developing partnerships or business acquisitions).
- Contact with persons, including foreign nationals, who seek in any way to obtain unauthorized access to classified information.
- Effort by any individual to obtain or gain unauthorized access to classified information or special nuclear material (SNM).
- Any financial considerations that indicate an inability or an unwillingness to satisfy debts, not meeting financial obligations, and financial problems linked to gambling, drug abuse, alcoholism, or other issues of a security concern.

Any event(s) satisfying the above criteria shall be reported to the NRC SB by letter.

Letters can be sent to:

Nuclear Regulatory Commission  
Security Branch  
Mail Stop T6E46  
Washington, DC 20555-0001

Fax: 301-415-5364

Questions can be referred to:

Mark Lombard, 301-415-74704, cell phone 240-375-7623, email: mxl7@nrc.gov

Valerie Kerben, 301-415-6397, email: vbk@nrc.gov